

Privacy Policy

Last Updated Date: 15th September 2023

The following Privacy Policy ("Privacy Policy") describes how IICS2023 ("We") respect and protect every personal data owned by user or visitor ("You") who access Our site (<https://iics.icfjakarta.org/>) or any other digital service(s) provided and managed by Us ("Platform").

By using Platform, You (and/or Your parent or legal guardian if You are under 18 years old) agree that You have read and accepted this Privacy Policy which is an integral part of Our Terms and Conditions of Use ("Terms of Use"). You hereby ensure and guarantee that any data provided is valid and correct, and You have the right to provide Us with the data. If necessary and reasonably requested, You agree to provide any proof about the data validity and accuracy. In case of any change in data supplied to Us, You must update Your data by sending a request to Us. You also give permission for Us to collect, use, display, announce, disclose, process, open access, store, send, give, assign, manage, destroy, and protect ("Use") your data for certain purpose(s) in this Privacy Policy and Terms of Use.

By giving permission, You agree to release Your right for any claim, losses, dispute, or lawsuit that might occur over the Use of Your data in Our system.

1. YOUR PERSONAL DATA

Based on the collection method, Your data is divided into:

(i) Data obtained from You

Is data provided by You when filing out electronic form or corresponding with Us, including but not limited to when You:

- a. Create an account in Our Platform;
- b. Subscribe to any kind of service in Our Platform;
- c. Contacting Us, whether by phone, email, website, or other contact details stated in this Privacy Policy;
- d. Filling out any survey or review about Training or Platform service(s);
- e. Using Platform services, such as applying to job opportunities or any service that needs access to Your data.

Data that You submitted in those activities may include username, email, password, phone number, address, personal description, picture, educational background information, transaction detail, and other data related to the activities above.

(ii) Recorded data

Is data that will be collected by Us when You access the Platform, which including but not limited to:

- a. Technical information, including IP Address, login information, type and version of the browser used, timezone, real-time geo location; and

b. Visitation info, including the time of your activities on the Platform, complete list of URLs visited, log or data records, product that You have seen or searched on the Platform, transaction data, and phone number or email address You used to contact Our team.

(iii) Obtained data from other sources

Is data collected from third parties, such as our partner who helps Us to develop Our service for You, the Educators listed on the Platform, financial service provider, and other public data source.

2. USE OF DATA

We may use or combine the obtained data for the following purpose(s):

- a. To do every reasonable effort to carry Our obligation to provide to provide You with any information, product, and services on our Platform;
- b. To ensure that the Platform is presented in most effective way for You;
- c. To manage, contact, and provide You with any assistance to resolve any inconvenience, transaction problem, or other difficulties during Your access or usage on Platform;
- d. To improve Our Platform service(s);
- e. To give recommendation or information about Workshop, competition, promotion, or any kind of information for You;
- f. To monitor or investigate any transaction or other suspicious activities that allegedly violates Terms of Use or applicable laws; and
- g. Other purposes which will be notified to You by Us and in accordance with applicable laws.

3. DISCLOSURE OF YOUR PERSONAL DATA

We guarantee that there will be no loan, transfer, sale, or distribution of Your data to third parties without Your permission, unless requested by court or authorized legal institution in order to comply with legal obligation and applicable laws.

4. DATA STORAGE AND DELETION

We will store the obtained data in a manner that is compliant with applicable laws. Every data that We store is encrypted and We will exert our reasonable efforts to protect the confidentiality of the data.

All of Your personal data will be stored for:

- a. As long as You are still a user of the Platform;
- b. At least 5 (five) years since the date You stopped using Our Platform; or
- c. In accordance with the original purpose(s) of data collection.

You can request the deletion of Your account and the data contained from Our system, by submitting a request of such deletion its reason, and a proof of identity such as identity card (KTP)/driving license (SIM)/passport that matches with the identity of such account at the Platform. We will retain Your anonymous transaction data for Our record.

LIMITATION OF OUR RESPONSIBILITIES

You are responsible for the security of Your account, by maintaining the confidentiality of Your login information, such as email and password or other data that required to access Your account;

1. We are not responsible for any personal data leak that caused by You or third parties;
2. We are responsible for the protection and security of Your personal data in Our system, and we will exert any reasonable effort to prevent any failure of protecting it. If the protection fails, We will send a written notification to You within 14 (fourteen) calendar days as of the occurrence of failure;
3. We are not responsible for validity, truthfulness, accuracy, or completeness of data that You submitted to Us;
4. If You are under 18 years old, We are not responsible for any submission of Your personal data, and recommend Your parent/legal guardian to monitor the submission of such data; and
5. We are not responsible for failure or delay in the performance of this Privacy Policy if such failure or delay caused by Force Majeure event. Force Majeure can be defined as any event without the fault or negligence of a Party which occurs beyond the reasonable control of such Party, where such Party could not have reasonably prevent or overcome it, including but not limited to natural disaster, fire, war, riot, demonstration, sabotage, system failures that caused by third parties, banking system failure, or any change of government's regulation and/or policy which may materially affect Our capacity to perform this Privacy Policy. If it happens, We will notify You in writing within 10 (ten) calendar days as of the occurrence of the Force Majeure event.

COOKIES

When You access the Platform, We may put some cookies within Your browser. Cookies are small digital files stored on electronic device that You use to access the Platform. Your electronic device will automatically receives cookies when You visit or using the Platform service.

However, You are able to modify or block cookies in Your browser settings.

We use cookies to record Your visit, operates the Platform, count visitation number, or any other purpose(s) related to Platform to Platform service(s) and in accordance with applicable laws.

CHANGES TO PRIVACY POLICY

We may amend or update this Privacy Policy from time to time, in order to comply with Platform's developments and applicable laws. If We decide to amend or update this policy, We will put the "Last Updated Date" to Privacy Policy. We recommend You to regularly review this Privacy Policy, and with keep accessing and/or using the Platform, You further agree to any change or update of this Privacy Policy.

Contact Us

If You have any question, please contact:

Email: admin@icfjakarta.org

Whatsapp: +62821-3813-8486